

AGENCY STRATEGIC PLAN

FOR THE FISCAL YEARS

2003 - 2007



Department of Workforce Education

November 1, 2001
Amended September 5, 2002

AGENCY STRATEGIC PLAN APPROVAL FORM

FOR THE FISCAL YEARS

2003 - 2007

A handwritten signature in cursive script that reads "Steve Franks". The signature is written in dark ink and is positioned above a horizontal line.

(Director's Signature)

(Board/Commission Chair Approval, if applicable)

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Agency Name	Department of Workforce Education
Agency Mission Statement: The mission of the Arkansas Department of Workforce Education is to provide leadership and contribute resources to serve the diverse and changing career and educational needs of the youth and adults of Arkansas.	

AGENCY GOAL 1:

Support the implementation of lifelong career development and workforce education based upon challenging educational and workplace standards

AGENCY GOAL 2:

Enhance the quality and increase the quantity of professional staff and programs to expand career development and workforce education opportunities for citizens

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Agency Name	Department of Workforce Education	
Program	Agency Administration	
Program Authorization	<p>(Applicable Section of the Arkansas Code, Agency Regulations, Executive Orders, Federal Laws, Federal Regulations, etc.)</p> <p>P.L. 94-519 P.L. 105-332 P.L. 105-220 P.L. 103-239 Title 38, U.S. Code, Part 21, Subpart D, VAR 21.4150--Veterans A.C.A. 6-11-201 to 6-11-207 A.C.A. 6-50-101 to 6-50-705 A.C.A. 6-51-101 to 6-51-907 A.C.A. 6-52-101 to 6-52-208 A.C.A. 6-55-101 to 6-55-108 A.C.A. 6-82-401 to 6-82-410 A.C.A. 17-38-101 to 17-38-410 A.C.A. 19-11-601 to 19-11-605 A.C.A. 25-30-101 to 25-30-108 A.C.A. 26-51-205 Act 1509 of 2001</p>	
Program Definition: Funds-Center Code: _____	The Agency Administration program determines agency priorities and develops plans to meet those priorities. The program also provides tactical and strategic oversight for agency operations.	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">AGENCY GOAL(S) #</td> <td>1, 2</td> </tr> </table>		
AGENCY GOAL(S) #	1, 2	
Anticipated Funding Sources for the Program:	(e.g. General Revenue, Special Revenue, Federal Funds, etc.) General Revenue, Special Revenue, Federal Funds, Cash	

GOAL 1: (Sub-Funds Center Code: _____)

Provide leadership and administrative support

OBJECTIVE 1: (Sub-Funds Center Code: _____)

Provide administrative and fiscal resources to support the agency

STRATEGY 1: (Sub-Funds Center Code: _____)

Ensure that appropriate policies and procedures are established and followed to facilitate the efficient operation of the agency

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Agency Name	Department of Workforce Education
Program	Agency Administration

PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

DESCRIPTION (Indicate the Goal and Objective to which applicable)	METHODS AND SOURCES USED OBTAINING DATA	FISCAL YEAR 2003	FISCAL YEAR 2004	FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007
Number of prior year audit findings repeated in subsequent audits—Goal 1, Objective 1	Review of applicable federal and state audits and compliance reports	0	0	0	0	0
Percentage of agency staff and budget in the administration program compared to total agency positions and budget—Goal 1, Objective 1	Review of budget and personnel reports	To be determined	To be determined	To be determined	To be determined	To be determined

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Agency Name	Department of Workforce Education
Program	State Workforce Development Oversight and Support Services
Program Authorization	<p>(Applicable Section of the Arkansas Code, Agency Regulations, Executive Orders, Federal Laws, Federal Regulations, etc.)</p> <p>P.L. 105-332 P.L. 105-220 P.L. 103-239 Title 38, U.S. Code, Part 21, Subpart D, VAR 21.4150 A.C.A. 6-50-101 to 6-50-705 A.C.A. 6-51-101 to 6-51-907 A.C.A. 6-52-101 to 6-52-208 A.C.A. 6-55-101 to 6-55-108 A.C.A. 6-82-401 to 6-82-410 A.C.A. 17-38-101 to 17-38-410 A.C.A. 25-30-101 to 25-30-108 A.C.A. 26-51-205 Act 1509 of 2001</p>
Program Definition: Funds-Center Code: _____	The State Workforce Development Oversight and Support Services program provides tactical and strategic oversight of and support services to workforce development programs.
AGENCY GOAL(S) # 1, 2	
Anticipated Funding Sources for the Program:	(e.g. General Revenue, Special Revenue, Federal Funds, etc.) General Revenue, Special Revenue, Federal Funds

GOAL 1: (Sub-Funds Center Code: _____)

Establish and maintain a system to enable local providers to operate efficiently, effectively, and economically

OBJECTIVE 1: (Sub-Funds Center Code: _____)

Ensure that career and technical education programs are initiated, supported, operated, and monitored in compliance with applicable federal and state laws, regulations, and policies

STRATEGY 1: (Sub-Funds Center Code: _____)

Provide technical assistance to and monitoring of educational and training providers for compliance with applicable federal and state laws, regulations, and policies based upon data collection and onsite review

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OBJECTIVE 2: (Sub-Funds Center Code: _____)

Ensure that adult education programs are initiated, supported, operated, and monitored in compliance with applicable federal and state laws, regulations, and policies

STRATEGY 1: (Sub-Funds Center Code: _____)

Provide technical assistance to and monitoring of educational and training providers for compliance with applicable federal and state laws, regulations, and policies based upon data collection and onsite review

OBJECTIVE 3: (Sub-Funds Center Code: _____)

Provide Governor's Dislocated Worker Task Force rapid response services for dislocated workers

STRATEGY 1: (Sub-Funds Center Code: _____)

Provide information and guidance to eligible dislocated workers

OBJECTIVE 4: (Sub-Funds Center Code: _____)

Ensure eligible veterans access to educational benefits

STRATEGY 1: (Sub-Funds Center Code: _____)

Assist schools, training providers, and eligible veterans to ensure compliance with federal law

STRATEGIC PLAN

Agency Name	Department of Workforce Education
Program	State Workforce Development Oversight and Support Services

PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

DESCRIPTION (Indicate the Goal and Objective to which applicable)	METHODS AND SOURCES USED OBTAINING DATA	FISCAL YEAR 2003	FISCAL YEAR 2004	FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007
Percentage of state and federal compliance and technical assistance reports for secondary career and technical education programs reviewed by staff—Goal 1, Objective 1	Records of central agency	100%	100%	100%	100%	100%
Percentage of state and federal compliance reports and technical assistance reports for adult education programs reviewed by staff—Goal 1, Objective 2	Records of central agency	100%	100%	100%	100%	100%
Percentage of adult education and career and technical education instructors receiving staff development/in-service training—Goal 1, Objectives 1 & 2	Records of local education agencies, education service cooperatives, and other staff development providers	40%	+ .5%	+ .5%	+ .5%	+ .5%
Percentage of eligible dislocated workers seeking assistance who receive information and services—Goal 1, Objective 3	Records of central agency	100%	100%	100%	100%	100%

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Number of veterans' training and education programs reviewed by staff for approval—Goal 1, Objective 4	Records of central agency	To be determined	To be determined	To be determined	To be determined	To be determined
Number of career and technical education providers receiving onsite reviews—Goal 1, Objective 1	Records of central agency	To be determined	To be determined	To be determined	To be determined	To be determined
Number of adult education providers receiving onsite reviews—Goal 1, Objective 2	Records of central agency	To be determined	To be determined	To be determined	To be determined	To be determined

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Agency Name	Department of Workforce Education		
Program	Federal Surplus Property Agency		
Program Authorization	<p>(Applicable Section of the Arkansas Code, Agency Regulations, Executive Orders, Federal Laws, Federal Regulations, etc.)</p> <p>P.L. 94-519 A.C.A. 19-11-601 to 19-11-605 Act 1509 of 2001</p>		
Program Definition: Funds-Center Code: _____	The Federal Surplus Property Agency acquires surplus property from the federal government and donates the property to eligible Arkansas recipients.		
AGENCY GOAL(S) # 1			
Anticipated Funding Sources for the Program:	(e.g. General Revenue, Special Revenue, Federal Funds, etc.) Special Revenue		

GOAL 1: (Sub-Funds Center Code: _____)

Ensure that eligible Arkansas recipients are provided access to federal surplus property

OBJECTIVE 1: (Sub-Funds Center Code: _____)

Coordinate the acquisition and distribution of federal surplus property

STRATEGY 1: (Sub-Funds Center Code: _____)

Locate, screen, and donate federal surplus property

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Agency Name	Department of Workforce Education
Program	Federal Surplus Property Agency

PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

DESCRIPTION (Indicate the Goal and Objective to which applicable)	METHODS AND SOURCES USED OBTAINING DATA	FISCAL YEAR 2003	FISCAL YEAR 2004	FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007
Increase in the acquisition value of property donated—Goal 1, Objective 1	General Services Administrative (GSA)	+2% over previous year	+2% over previous year	+2% over previous year	+2% over previous year	+2% over previous year

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Agency Name	Department of Workforce Education	
Program	Adult Education Grants	
Program Authorization	(Applicable Section of the Arkansas Code, Agency Regulations, Executive Orders, Federal Laws, Federal Regulations, etc.) P.L. 103-239 6-11-205 to 6-11-207 25-30-101 to 25-30-108 Act 1509 of 2001	
Program Definition: Funds-Center Code: _____	The Adult Education Grants program provides resources through federal and state grants to enable the local adult education programs to provide adult instructional services to the target populations.	
AGENCY GOAL(S) # 1, 2		
Anticipated Funding Sources for the Program:	(e.g. General Revenue, Special Revenue, Federal Funds, etc.) General Revenue, Federal Funds	

GOAL 1: (Sub-Funds Center Code: _____)

Ensure that all adult education programs are provided resources to operate efficiently, effectively, and economically

OBJECTIVE 1: (Sub-Funds Center Code: _____)

Distribute resources to adult education providers according to applicable federal and state laws, regulations, and policies

STRATEGY 1: (Sub-Funds Center Code: _____)

Provide resources to enable the Arkansas Adult Education Learning Resource Center to conduct research and provide staff development activities for the local adult education and literacy providers

STRATEGY 2: (Sub-Funds Center Code: _____)

Provide resources to eligible providers for adult instructional services

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STRATEGY 3: (Sub-Funds Center Code:_____)

Provide resources through federal and state grants to enable local literacy councils to provide tutorial services

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Agency Name	Department of Workforce Education
Program	Adult Education Grants *

PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

DESCRIPTION (Indicate the Goal and Objective to which applicable)	METHODS AND SOURCES USED OBTAINING DATA	FISCAL YEAR 2003	FISCAL YEAR 2004	FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007
Percentage of adult education providers receiving staff development training: Administrators Instructors —Goal 1, Objective 1	Records of staff development activities from the Arkansas Adult Learning Resource Center	100% 40%	100% 40%	100% 40%	100% 40%	100% 40%
Percentage of adults (over age 18) with less than a high school diploma served by programs funded through the adult education grant program—Goal 1, Objective 1	Information from the National Reporting System & records of local providers	8%	+ .5%	+ .5%	+ .5%	+ .5%
Percentage of eligible adults (functioning below the 8.9 grade level) served by local literacy councils at a rate equal to or greater than the national average—Goal 1, Objective 1	Information from the National Reporting System & records of local providers	To be determined	To be determined	To be determined	To be determined	To be determined

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* Supplemental information pertaining to the Adult Education Grants Program will be submitted annually based upon information from the National Reporting System. Items that will be reported will include the following:

- number of adults enrolled (by age, gender, ethnicity, etc.)
- number of English as a Second Language (ESL) students
- number of incarcerated students
- number of students on public assistance
- number of students achieving educational gain
- number of students who entered employment
- number of students who retained employment
- number of students who obtained a GED or secondary school diploma
- number of students who entered postsecondary education or training

STRATEGIC PLAN

Agency Name	Department of Workforce Education		
Program	Career and Technical Education Grants		
Program Authorization	(Applicable Section of the Arkansas Code, Agency Regulations, Executive Orders, Federal Laws, Federal Regulations, etc.) P.L. 105-332 P.L. 103-239 A.C.A. 6-11-201 to 6-11-207 A.C.A. 6-50-101 to 6-50-705 A.C.A. 6-51-101 to 6-51-907 A.C.A. 6-52-101 to 6-52-208 A.C.A. 6-55-101 to 6-55-108 A.C.A. 6-82-401 to 6-82-410 A.C.A. 17-38-101 to 17-38-410 A.C.A. 25-30-101 to 25-30-108 A.C.A. 26-51-205 Act 1509 of 2001		
Program Definition: Funds-Center Code: _____	The Career and Technical Education Grants program provides resources for activities designed to provide technical instruction and services at the secondary, postsecondary, and adult levels.		
AGENCY GOAL(S) # 1, 2			
Anticipated Funding Sources for the Program:	(e.g. General Revenue, Special Revenue, Federal Funds, etc.) General Revenue, Special Revenue, Federal Funds		

GOAL 1: (Sub-Funds Center Code: _____)

Ensure that all career and technical education programs are provided resources to operate effectively, efficiently, and economically

OBJECTIVE 1: (Sub-Funds Center Code: _____)

Distribute resources to career and technical education providers according to applicable federal and state laws, regulations, and policies

STRATEGY 1: (Sub-Funds Center Code: _____)

Provide supporting resources to enable public schools to initiate and maintain quality career and technical education programs

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STRATEGY 2: (Sub-Funds Center Code: _____)

Provide supporting resources to enable Tech Prep consortiums to initiate and continue Tech Prep activities

STRATEGY 3: (Sub-Funds Center Code: _____)

Provide supporting resources to enable local education agencies to initiate and continue youth and youth apprenticeship education programs

STRATEGY 4: (Sub-Funds Center Code: _____)

Provide supporting resources to enable local education agencies to fund short-term adult training programs

STRATEGY 5: (Sub-Funds Center Code: _____)

Provide supporting resources to enable identified public schools, cooperatives, and postsecondary institutions to support special population students

STRATEGY 6: (Sub-Funds Center Code: _____)

Distribute supplemental funding to enable public schools to expand and modernize career and technical education programs

STRATEGIC PLAN

Agency Name	Department of Workforce Education
Program	Career and Technical Education Grants **

PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

DESCRIPTION (Indicate the Goal and Objective to which applicable)	METHODS AND SOURCES USED OBTAINING DATA	FISCAL YEAR 2003	FISCAL YEAR 2004	FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007
Number of students served through the career and technical education grant program: secondary programs postsecondary programs adult apprenticeship programs youth apprenticeship programs Tech-Prep programs short-term adult skills programs special populations programs *contingent upon funding & local initiative	Records of central agency	To be determined by activity and funding source	To be determined by activity and funding source	To be determined by activity and funding source	To be determined by activity and funding source	To be determined by activity and funding source
Percentage of support for new program start-up and equipment replacement provided to local programs through the career and technical education grant program	Records of central agency	To be determined	To be determined	To be determined	To be determined	To be determined

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** Supplemental information pertaining to the Career and Technical Education Grants Program will be submitted annually based upon the U.S. Department of Education's reporting requirements. Items included in the annual report include the following:

- academic achievement of career and technical concentrators
- skill attainment of career and technical concentrators
- number of concentrators completing programs of study
- number of concentrators placed in postsecondary education, workforce, military
- number of nontraditional concentrators completing programs of study
- number of nontraditional concentrators placed in postsecondary education, workforce, military
- number of students enrolled annually in career and technical programs
- number of Tech-Prep students enrolled annually
- number of Tech-Prep students completing two-year associate degree/apprenticeship programs
- number of Tech-Prep courses approved for articulation
- number of youth apprenticeship students enrolled annually
- number of youth apprenticeship students completing three-year programs
- number of adult apprentices enrolled annually
- number of adult apprentices earning journeyperson certificates
- number of business partnerships supporting youth apprentices
- number of adults enrolled in short-term training
- number of instructors annually receiving inservice training
- number of special population students served (gender, ethnicity, disability, socio-economic status)